

**New York State Department of Civil Service**  
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

***Occ. Code 6333100***

<b>Internal Investigator 1 (OPWDD), Grade 18</b>	<b>6633100</b>
<b>Internal Investigator 2 (OPWDD), Grade 23</b>	<b>6633200</b>

Brief Description of Class Series

Internal Investigators 1 and 2 (OPWDD) investigate allegations of employee abuse and neglect of individuals with intellectual and/or developmental disabilities in programs operated or certified by the Office for People With Developmental Disabilities (OPWDD) throughout the State. Incumbents perform field surveillance activities; conduct interviews and interrogations; gather information and evidence; prepare investigative reports; work collaboratively with various parties to ensure that investigations are completed in a timely and appropriate manner; and provide testimony at arbitration hearings to support investigation outcomes.

Positions are non-competitive and classified at OPWDD.

Distinguishing Characteristics

*Internal Investigator 1 (OPWDD)*: full performance level; under the supervision of an Internal Investigator 2 (OPWDD), conducts investigations involving allegations of abuse, neglect, and/or other instances of employee misconduct at an assigned Developmental Disabilities State Operations Office.

*Internal Investigator 2 (OPWDD)*: supervisory level; under the direction of an Assistant Chief Investigations, supervises a unit of Internal Investigators 1 (OPWDD) at an assigned Developmental Disabilities State Operations Office; and serves as the lead investigator on difficult and sensitive cases.

Related Classes

Internal Investigators 1 and 2 (Justice Center) investigate allegations of physical and financial abuse, neglect, and/or death of vulnerable persons.

Internal Investigators 1 and 2 (OCFS) investigate allegations of employee abuse and misconduct in Office of Children and Family Services facilities.

## Illustrative Duties

### *Internal Investigator 1 (OPWDD)*

Conducts investigations involving allegations of abuse, mistreatment, neglect, and/or other instances of employee misconduct at an assigned Developmental Disabilities State Operations Office.

- Develops plans, processes, and timetables to conduct investigations, consistent with agency-specified timeframes and requirements.
- Conducts interviews to obtain sworn statements; and interrogates employees, in accordance with collective bargaining agreement stipulations.
- Performs field surveillance activities; and gathers, documents, and preserves information and evidence in support of investigations.
- Collaborates with higher-level Investigator, program, and Employee Relations staff to ensure that investigations are completed in a fair and timely manner; and makes recommendations regarding potential policy and procedure violations.
- Writes narrative reports to effectively communicate investigation results; and provides testimony at arbitration hearings to support investigation outcomes.

### *Internal Investigator 2 (OPWDD)*

In addition to performing the duties of an Internal Investigator 1 (OPWDD), supervises a unit of Internal Investigators 1 (OPWDD) at an assigned Developmental Disabilities State Operations Office.

- Performs the full range of supervisory duties; determines staff assignments, completes performance evaluations, approves leave, tracks time and attendance, and provides training on investigation processes, requirements, and techniques.
- Coordinates and evaluates investigation activities; monitors assigned caseloads; reviews interview and interrogation reports; meets with staff to discuss all aspects of a case; provides guidance and direction on policies, procedures, and investigative strategies; and ensures that confidentiality is maintained, and investigations are completed in a timely and appropriate manner.
- Functions as the lead investigator on difficult and sensitive cases; and manages any problems that arise during the investigation process.

## Minimum Qualifications

### *Internal Investigator 1 (OPWDD)*

Non-Competitive: six years of field or law enforcement investigative experience, which must have included the following activities: interviewing and interrogating witnesses; collecting and analyzing data and evidence; writing and summarizing case narratives; and testifying at administrative or criminal proceedings.

### *Internal Investigator 2 (OPWDD)*

Non-Competitive: seven years of field or law enforcement investigative experience, which must have included the activities described above for Internal Investigator 1 (OPWDD). One year of this experience must have been at a supervisory level.

Substitutions: an associate's degree may substitute for two years of the general field or law enforcement investigative experience; and a bachelor's degree may substitute for four years of the general field or law enforcement investigative experience required above for Internal Investigator 1 and 2 (OPWDD).

**Note:** Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

Date: 9/2022

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